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311256

19  
260  
279  
58

FY 58  
57

INTERIM ASSIGNMENT SECTION  
Progress and Accomplishments  
1 July 1956 - 31 January 1956

Dec.  
43  
58  
101

New Employees Processed

Clerks.....  
Clerk-Typists.....  
Clerk-Stenographers.....  
Miscellaneous.....  
Professionals.....  
Total . . .

25X9

Individuals reporting with full clearance.....  
Individuals reporting with provisional clearance.....  
Total . . .

Clerical Induction Section Training (OTR)

Man Hours devoted to training in required skills and related subjects.....

26,868

Orientation

Clerical Orientation (OTR), Alcott Hall.....

25X9

Work Project Man Hours

Typing.....  
Clerical.....  
Total . . .

33,203  
22,704  
55,907

Resignations

Security, medical and personal reasons.....

58

Minimum number of personnel for one day - 28 December 1956.....

117

Maximum number of personnel for one day - 13 July 1956.....

364

Daily Average.....

244

Number of employees referred to Appointments Section, RSD, for assignment.....

25X9

On 3 December 1956 the duties of assigning individuals slotted against the IAS directly to their office of assignment was transferred from the Appointments Section to the IAS. The number of individuals assigned since that time.....

71

Memoranda to Pay Roll Branch certifying leave balances from other Agencies.....

77

Memoranda to Security Control Officer (OS) requesting permission to obtain outside employment after working hours and on Saturday.....

28

Memoranda to Security Control Officer (OS) requesting permission to take outside Educational courses.....

61

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Personal History Statement Folders  
 Field Recruitment Officers.....  
 Various Agency Offices.....  
 Total . . .

25X9

Bus tickets issued (approximately).....

Salary Checks Cashed

25X9

From April through December 1956 [redacted] salary checks were  
 cashed, totaling.....

\$258,966.01

Training Films

Commencing 28 June 1956 and continuing since that time training films have been shown twice daily averaging one and one-halves for each showing with an average attendance of 30 individuals. During July and August, however, when the population was high and due to the shortage of work projects, four films were shown daily. A total of 94 films has been shown. Estimated number of man hours.....

14,400

Details

Detailing of personnel temporarily was principally confined to the Office of Personnel, a small number to OTR, several to the Warehouse at [redacted] and 1-2 individuals each pay day to the Credit Union. For administrative and morale reasons detailing of personnel should be kept to a minimum and confined to the offices just mentioned.

25X1A6a

Notarial Services

Weekly average of notarial services.....

15

Space and Cleaning

Overcrowded conditions existed during July and August when it was necessary to occupy four wings. The situation was further aggravated by lack of air conditioning on the first floor of I and J Wings. Poor cleaning conditions continues to be an existing problem.

Major Projects

Three major projects have been in operation (1) RI Flexowriter project includes 2 flexowriters, 2 Dennison machines, 1 IBM machine and 8 electric stapling machines. As many as 13 individuals are used on this project averaging 10,000 cover sheets weekly; (2) EE [redacted] microfilm project (6 microfilm readers) which required EE 3 years to organize utilized 6 typists daily and completed project in 6 months; (3) The Office of Security project which has been in operation for the past 5 years utilizes 5 typists continuously.

25X9A2

The efficiency and expeditious manner in which the multitudinous details have been handled in the operation of the IAS Program should merit consideration for upgrading the present GS-6 and GS-7 grades as well as promotions for the two GS-4 grades.

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